

## Order stock

---

### Overview

This standard is about ordering stock in line with established purchasing agreements. It details several ordering methods, such as electronically, as well as the type of information that is consistently required during the ordering process.

When you have completed this standard you will have demonstrated your understanding of and your ability to:

- Order stock

## Order stock

---

### Performance criteria

You must be able to:

1. Check stock levels on a regular basis and consult with colleagues to determine if new stock is required
2. Identify stock requirements, ensuring sufficient storage space will be available upon arrival
3. Obtain relevant documentation for ordering stock and where required obtain permission from the proper person to place an order
4. Complete required information on documentation and use the correct method of ordering within the time required to ensure delivery before current stock is finished
5. Maintain documentation in line with organisational requirements
6. Obtain and file notification of placed orders and notification from supplier
7. Respond to queries and solve problems that arise about the order within your authority

Order stock

---

## Knowledge and understanding

You need to know and understand:

1. What the ordering process is in own area of responsibility
2. When you should order new stock in line with organisational requirements
3. Who is responsible for arranging the central purchasing agreement
4. What the central purchasing agreement contains
5. Why and who to contact when problems occur with the ordering process
6. When ordering needs to be approved by a line manager
7. Where to obtain the ordering documentation from
8. What information needs to be entered on the documentation
9. Where ordering documentation is kept

Order stock

---

**Scope/range**

**1. Stock requirements**

- 1.1 product type
- 1.2 product brand
- 1.3 amount

**2. Required information**

- 2.1 quantity
- 2.2 product type
- 2.3 date for required delivery
- 2.4 contact details

**3. Method of ordering**

- 3.1 electronic
- 3.2 in person
- 3.3 telephone

**4. Problems**

- 4.1 quantity
- 4.2 time
- 4.3 non-delivery
- 4.4 availability
- 4.5 type
- 4.6 quality

Order stock

---

**Glossary**

Ordering documentation may be paper based or electronic depending on the process and system used by the organisation

Order stock

---

<b>Developed by</b>	People 1st
<b>Version Number</b>	2
<b>Date Approved</b>	February 2016
<b>Indicative Review Date</b>	March 2021
<b>Validity</b>	Current
<b>Status</b>	Original
<b>Originating Organisation</b>	People 1st
<b>Original URN</b>	PPL2GEN2/15
<b>Relevant Occupations</b>	Cook; Chef; Kitchen Assistant; Team Member; Bar Staff
<b>Suite</b>	Hospitality - Generics
<b>Keywords</b>	order stock, purchasing, ordering, delivery, stock, ordering, supplier

---